# COD Processing Update
## December 13th, 2021

## 2021–22 COD System Peak Processing Reminders (12/13/21)

In January 2022, we will begin a peak processing period for the 2021–22 award year.

For information to assist schools with planning and processing during the peak processing period for the 2021–22 award year, refer to the [Dec. 13, 2021 Electronic Announcement](#) posted on the Knowledge Center.

## 2022–2023 COD Technical Reference Now Available (12/6/21)

The [2022–2023 COD Technical Reference](#) is now available on the Knowledge Center. If you have any questions about this material, contact the COD School Relations Center.

## COD System Implementation and Outage Info – Dec. 11–12, 2021 (12/6/21)

On Dec. 12, 2021, we plan to implement Common Origination and Disbursement (COD) System functionality that supports the Campus-Based programs and the processing of Federal Pell Grant (Pell Grant), Iraq and Afghanistan Service Grant, Teacher Education Assistance for College and Higher Education (TEACH) Grant, and William D. Ford Federal Direct Loan (Direct Loan) awards for the 2021–22 award year.

Federal Student Aid has posted an [Electronic Announcement](#) that provides operational implementation guidance related to the new functionality.

**COD System Outage Information**

To implement the COD System functionality, we will suspend COD batch processing from 5 p.m. Eastern time (ET) on Saturday, Dec. 11, 2021, until 1 p.m. ET on Sunday, Dec. 12, 2021. Records submitted during this time will be held and processed after 1 p.m. ET on Sunday, Dec. 12, 2021.

In addition, during the outage—

- Users will not be able to submit or retrieve data via the COD website.
- Users will not be able to access the COD Reports area of the COD website.

**Note:** As a reminder, financial processing is on hold due to scheduled system maintenance and upgrade work to some of our financial systems. Information about this maintenance, occurring Dec. 9–12, 2021, was provided in a [Nov. 4, 2021 Electronic Announcement](#).

Federal Student Aid apologizes for this inconvenience and appreciates your understanding and patience while it completes this important activity.

## *Title IV* Aid Disbursement Reporting, Excess Cash, and Reconciliation Requirements (11/23/21)

Federal Student Aid reminds schools of the general disbursement reporting, excess cash, and reconciliation requirements for all *Title IV* programs. These requirements apply to disbursement **and** financial data should be reviewed by both the Financial Aid Office and Business Office.

**Contact Information:** If you have questions, contact the COD School Relations Center at 1-800-848-0978. You may also email [CODSupport@ed.gov](mailto:CODSupport@ed.gov).

For specific information about the requirements for disbursement reporting, excess cash, or reconciliation, refer to the Nov. 23, 2021 Electronic Announcement posted in the Knowledge Center.

**COD Common Record XML Schema Version 5.0a Available (9/13/21)**

In spring 2022, Federal Student Aid plans to implement Common Origination and Disbursement (COD) System functionality that will support the processing of Federal Pell Grant (Pell Grant), Iraq and Afghanistan Service Grant, Teacher Education Assistance for College and Higher Education (TEACH) Grant, and William D. Ford Federal Direct Loan (Direct Loan) awards for the 2022–23 award year. In conjunction with this implementation, Federal Student Aid will begin using a new version of the COD Common Record Extensible Markup Language (XML) Schema. The new schema version is 5.0a.

For complete information about the new schema version, refer to "COD Common Record XML Schema Version 5.0a" posted on the Knowledge Center.

If you have questions about the schema, contact the COD School Relations Center

# CURRENT ISSUES

**CAMPUS-BASED**

There are no Campus-Based-related issues at this time.

**DIRECT LOANS**

There are no Direct Loan-related issues at this time.

**GRANTS**

There are no Grant-related issues at this time.

**Contact Information:** If you have questions, contact the COD School Relations Center at 1-800-848-0978. You may also email CODSupport@ed.gov.

**REMINDERS**

**Keep School Contact Information Current in the COD System**

We remind schools and third-party servicers that contact information in the COD System must be kept current. Contact information is extremely important for us to be able to reach the right people at the school, particularly about program-specific issues. The email addresses for the President, Financial Aid Administrator, Campus-Based Financial Aid Officer, Direct Loan Financial Aid Officer, and Pell Grant Financial Aid Officer are used to deliver time-sensitive materials and critical COD processing information to the school.

Having current contact information for these key staff is most critical for a school that is an additional location to a main campus. The information allows us to contact those officers directly at the additional location rather than needing to contact the main campus.

For more detail about updating school contact information or the Direct Loan or Pell Grant Financial Aid Officer, refer to  the [Dec. 20, 2012 Electronic Announcement](#) posted on the  Knowledge Center. The Campus-Based Financial Aid Officer information can be updated directly from the "School Information" page within the Campus-Based System on the COD website.

**How to Access Information from the COD Website File Share**

As a reminder, Federal Student Aid shares student-specific information through uploaded files via the COD website. We upload these files to the File Share section of the "File Share & Messages" page of the COD website. Authorized school users are able to view and download the customized documents from the COD website. Schools can access the "File Share & Messages" page by completing the following steps:

1. Log in to the COD website.

2. Click on the "School" tab.

3. Enter the required school identifiers and click on "Search." This will open the "School Summary Information" page.

4. Click on the "File Share/Messages" link on the left-hand side of the page to open the "File Share & Messages" page.

From the File Share section of the page, an authorized COD website user will see a list of uploaded files. A user will click on the "Download" icon to download the File Share document to his or her computer. **Note:** Authorized school users are able to view and download the customized documents from the COD website for a limited period of time.

**Contact Information:** If you have questions, contact the COD School Relations Center at 1-800-848-0978. You may also email [CODSupport@ed.gov](mailto:CODSupport@ed.gov).

The COD website will only display File Share documents associated with the school's Entity ID. If there are no files uploaded for a school, the File Share list will be blank. Schools will be notified via email (or in some cases via a phone call) when a File Share document is available.